



Marine Corps Reserve Enlisted Self Assessment Counseling Tool

Reserve Affairs Division
**Reserve Continuation and Transition
Branch**



Purpose

This self-assessment tool will lead the Marine through an evaluation of their career to determine their potential competitiveness.

The records review includes the same elements considered by selection boards:

1. Performance
2. PME
3. Photo
4. Physical Training and Awards
5. Participation

- This is with the understanding that these are the major categories board members use to evaluate a Marine. Other considerations may arise that effect board selections.



Beginning the Process

- Step1: Viewing a current Official Military Personnel File (OMPF) from MMSB. The OMPF will include:
 - Service Information
 - Commendatory Material
 - Awards, Letters of Appreciation, Letters of Recommendation
 - Derogatory Material
 - Punitive Letters of Censure, Courts Martial Offenses, Page 11 entries, NJP, letters delaying or revoking promotion
 - Performance Data
 - Field Record Data
 - MBS
 - Digital Photograph Submission



My OMPF on MOL

This is the method for viewing your OMPF.

Unclassified

Marine OnLine - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://sat1.mol.usmc.mil/MOL/UserHomeEntry.do>

MARINE ONLINE MARINE I. AM Logout Help

Home | Resources | Unit Leaders | MOL Management | A Few Good... Links | Users Manual |
Personal Info | EPAR | Leave | PDMRA | Special Liberty | PTAD | Tools | Locator | My Account | My Messages | My Permissions | **My OMPF**

Information Last Updated: 05 May 2010

Notifications for CW03 MARINE I. AM

☐ Collapse List

Read	Date and Time	System	Subject	
☐	25 Feb 2010 @ 1058	MOL	Leave Request	View Work
☐	31 Jul 2008 @ 0447	MOL	EPAR	View Work

☐ Select all notifications on page
[Delete Selected Notifications](#)

You do not have any Commander's Messages

2.1.10.10.3554 tfas2.as43.2 17 May 2010 @ 0913

If your RUC has been turned on, you will have this tab.

Some Marines may have access to their complete OMPF through MOL. MMSB is making this available incrementally by adding Reporting Unit Codes (RUC) to the OMPF capability. The Marine Corps Total Force will have "My OMPF" access on or about 15 Jul 10.

Start | Internet | 9:24



My OMPF on MOL

Unclassified

User Home - Microsoft Internet Explorer provided by NMCI

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OFFICIAL MILITARY PERSONNEL FILE

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HOME PHOTO MBS PERFORMANCE COMMEND/DEROG FIELD SERVICE RSRO ABOUT OMPF

OMPF for MARINE I. AM

Your OMPF was last updated on **30 Mar 2010**.

This web site provides access to your Official Military Personnel File (OMPF), Master Brief Sheets (MBS) and RS/RO Profiles. To begin viewing the contents of your OMPF, click on the folder tabs above.

The OMPF is a collection of documents that serve as the record of service for a Marine from initial enlistment through final separation. The OMPF is divided into sections (folders and sub-folders), each with a specific purpose.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here are the same documents that will be viewed by a board.)

To learn more about reviewing and preparing your OMPF for a board or for other information, see the link in the 'About OMPF' section of this web site.

ABOUT OMPF

The 'About OMPF' tab and the help link contain helpful information concerning the content and management of your OMPF. By clicking the help link you will receive information specific to the section of the OMPF you are viewing.

UPDATING YOUR OMPF

OMPF update material may be sent to MMSB at:

**Headquarters U.S. Marine Corps
Manpower Management
Support Branch (MMSB-20)
2008 Elliot Road
Quantico, VA 22134**

or by fax at (703)784-5682 or DSN 278-5682

ABOUT MMSB:

The Manpower Management Support Branch, under the Director, Manpower Management Division, directs and controls the functions necessary to create, maintain, and archive Official Military Personnel Files (OMPFs) and directs and controls the functions and operation of the Performance Evaluation System (PES).

2.1.1.00a. tfas3.as43.2 Mon May 17 08:26:48 CDT 2010

Done

Start | Inbox - Microsoft Outlook | User Home - Microsof... | OMPF Online Screen Sho... | OMPF Online Screen Sho... | Microsoft PowerPoint - [... | Doc1 - Microsoft Word | Internet

9:32



Performance

- Step 2: Review your MBS.
- The following slides explain how to read your MBS and determine your competitiveness for selection.
- To assist you in determining your competitiveness, utilize the Marine Corps Reserve Self Assessment Counseling Checklist, located on the website, next to the link for this brief.

Master Brief Sheet

PAGE 1 OF 1
CREATED: 12 DEC 2005

***** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB			
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5yr. 11mo.	US Central Command	J-3 Future Ops Officer	20030717			
KEY DATE SUMMARY		AWARDS		MILITARY OCCUPATIONAL SPECIALTIES				TRAINING SUMMARY		LANGUAGES		
DEAF	19890702	MM	1		PMOS	0302	Infantry Officer	AMOS4	E/340	19980915	1994	French
TIS	15yr. 11mo.	NC	2		AMOS1	0602	Communications Officer	ACQ	M/340	19980915	1990	Spanish
PEBD	19890520	NA	1		AMOS2			JOINT	A/289	20030922		
AFADBD	19890520				AMOS3			B MOS	TAN	20030815		
OSCD	19950115											
ACC COMM	19890520											
DOR COMM	19890531											
DOR LDO												
DSG PILOT												
DCADB	19890520											
EAS												
EDUCATION SUMMARY												
CIVILIAN				MILITARY								
	1990	BA, Biology		1993	Winter Mountain Leader							
	1986	Associates Deg		1993	Summer Mountain Leader							
	1982	HS		1987	Airborne							
				1990	Assault Climbers							
				1990	Infantry Officer (TBS)							
				1989	Basic School							

The master brief sheet is the primary document utilized by selection boards when building a case for promotion, PME, and / or retention.

Ensure your master brief sheet contains the most current and accurate information.

***** PERFORMANCE EVALUATION SUMMARY *****

REPORTING OFFICER MARKINGS										REVIEWING OFFICER MARKINGS									
Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Reviewing Office	RO marks - same grade at processing	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative		
BMOS	19990501	19990501	19990501	19990501	19990501	19990501	19990501	19990501	19990501	Observer	Concur	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative	RO marks - same grade cumulative		
Capt	GC	19980801	9	Company Commander	LtCol Stickler	C				Col Spredlode	0/1	0/2	1/3	3/4	2/5	1/6	0/7		
0302	N	19990503	X	1st Battalion 2d Marines	Yes	14 of 17				Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6		
Maj	CH	19990504	3	Operations Officer	LtCol Smidgen	C				Col Spredlode	0/1	0/2	1/3	2/4	2/5	2/6	0/7		
0302	C	19990801		1st Battalion 2d Marines	Yes	8 of 8				Suff	Yes	0/1	0/2	2/3	7/4	7/5	5/6		
Maj	CH	19990801	6	Operations Officer	LtCol Highmark	D	F	Summary	E	D	D	D	D	D	D	E	E		
0302	C	20000119		1st Battalion 2d Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.8							
Maj	TR	20000120	3	BN Executive Officer						Col Fairmark	0/1	1/2	1/3	3/4	3/5	1/6	0/7		
0302	N	20000414		1st Battalion			2.30	2.30	1	N/A	N/A								
Maj	CH	20000415	12	Commanding Officer			F	E	F	E	E	E	E	D	D	E	E		
9910	N	20010507	X	MCRS Pittsburg			5.12	5.57	1	93.68	93.68								
Maj	CH	20010508	14	Commanding Officer	Teepus	F	E	E	E	E	F	E	E	E	E	E	E		
9910	N	20020702		MCRS Pittsburg	Yes	5 of 8	5.14	5.33	5.86	1	83.87	86.44							
		20020703	12	Possible Fitness															
		20030630		Report Date Gap															

Indications of possible Fitness Report Gaps will appear on the MBS like this.

To learn more about the MBS fields, refer to the MCO P1610.7F PES Order, Appendix J.



Reporting Senior Markings

The RS must process at least three reports on Marines of the same grade before the RS Average is displayed on MBS. Not observed reports also display NO averages.

RS Average & RS High

The RS average (2.25) signifies the mean of all 17 observed reports written by the RS at the time the MBS was printed.

RS High (2.82) denotes the highest report the RS has written on that rank;

the "100" report

grade before the RS Average is displayed on MBS. Not observed reports also display NO averages.														by the RS at the time the MBS was printed.															
Reporting Senior		Per	Pro	Cou	Eff	Ini	LtCol	RS	RPT at High	RV at Proc	Jud	Eval																	
Promote	Reports		RPT Avg		RS Avg		RS High		RPT at High		RV at Proc		Cum RV																
LtCol Stickler		C	C	B	B	C	C	B	C	C	B	B	B	C	H														
Yes	14 of 17		2.53		2.25		2.82		1		94.60		96.00																
LtCol Smidgen		C	C	C	H	C	C	H	C	H	B	H	C	C	H														
Yes	8 of		2.88		2.95		3																						
				E	C	E	E								H														
				5.95		6																							
			C	B	B	C									H														
			2.30		2.30		1		NA		NA																		

RS High (2.82) denotes the highest report the RS has written on that rank; the "100" report.

Report Average
Each graded attribute is assigned a letter associated with a value; "A" = 1 through "G" = 7. "H" has a value of zero and is not included when calculating the report's average. To figure the report average, add all the values of the observed attributes and then divide the overall value by the number of observed attributes. In this case, divide 33 by 13 and the report average is 2.53.

Reports
The "14 of 17" is not a ranking...it signifies that at the time that this fitness report was processed onto the OMPF it was the fourteenth report written by LtCol Stickler. The seventeen illustrates that at the time this MBS was printed LtCol Stickler had written 3 more

Reports

The "14 of 17" is not a ranking...it signifies that at the time that this fitness report was processed onto the OMPF it was the fourteenth report written by LtCol Stickler. The seventeen illustrates that at the time this MBS was printed LtCol Stickler had written 3 more reports on that rank.

Report Average

Each graded attribute is assigned a letter associated with a value; "A" = 1 through "G" = 7. "H" has a value of zero and is not included when calculating the report's average. To figure the report average, add all the values of the observed attributes and then divide the overall value by the number of observed attributes. In this case, divide 33 by 13 and the report average is 2.53.

PAGE 1 OF 1
CREATED: 12 DEC 2005

NAME	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION				DCTB		
MARINE	5yr. 11mo.	US Central Command	J-3 Future Ops Officer				20030717		
KEY	OPERATIONAL SPECIALTIES				TRAINING SUMMARY			LANGUAGES	
DEAF	er	AMOS4			RIFLE	E/340	19980915	1994	French
TIS		ACQ			PISTOL	M/340	19980915	1990	Spanish
PEBD		JOINT			PFT	A/289	20030922		
AFADB		BMOS	9910	Unrestricted Officer	MCMAP	TAN	20030815		
EDUCATION SUMMARY									
TARY				PME					
OSCD					2002	Command & Staff Non-Res			
ACC C					1997	AWS Ph II			
DOR C					1995	AWS Ph I			
DOR L					1994	Warfighting Skills Prog			
DSG P									
DCADB									
EAS									

The last two column headings under “Reporting Senior Markings” are “RV at Proc” and “Cum RV”. “RV” stands for Relative Values. This is a numerical representation of how your fitness report compares to others that your RS has written for Marines of the same rank. Values are broken down into three groups:

93.34 - 100 = above average

86.67 - 93.33 = within average

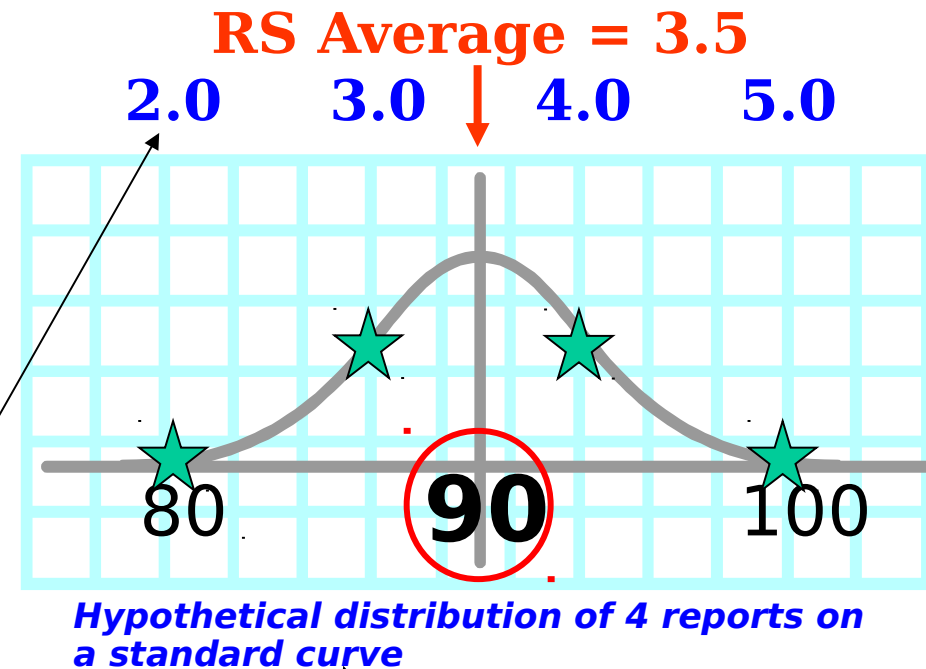
80.00 - 86.66 = below average

8



Relative Value (RV)

- The RS must process at least three reports on Marines of the same grade before RV is displayed on MBS
- Standard curve scaled from 80 to 100
- Each of 14 attributes has marking gradients from A through H where:
(A=1, B=2 ... G=7; H = 0)
- Average of observed attributes = FITREP Avg
 - **i.e. a straight B report (28/14) = 2.0**
- FITREP Average plugged into an algebraic formula that gives the report a value on a standard curve
- **REMEMBER:** Approximately half of all observed FITREPs (Sgt - LtCol) will be less than 90 RV



**Below 90 RV
does NOT mean
Below Average
Performance**



RO Comparative Assessment

K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: ☒ Sufficient ☐ Insufficient		2. EVALUATION: ☐ X Concur ☐ Do Not Concur	
3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.	DESCRIPTION		COMPARATIVE ASSESSMENT
	THE EMINENTLY QUALIFIED MARINE	☐	0 Top 
	ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	☐	0   
		☐	1     
	ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	☒	2      
		☐	3      
A QUALIFIED MARINE	☐	1       	
UNSATISFACTORY	☐	0       	
		0 Stump 	

RED NUMBERS INDICATE TOTAL ASSESSMENTS AND HOW MANY TIMES RO HAS MARINES OF SAME GRADE ON THAT PORTION OF THE COMPARATIVE ASSESSMENT



Reviewing Officer Markings

The comparative assessment, commonly referred to as "the Christmas Tree" on your fitness report, shows how your RO has graded your performance.

As indicated in the previous slide, the # over /8 represents the top marking on the Christmas Tree and the # over /1 represents the stump of the tree.

Like the RV, the comparative assessment is an important factor considered by the selection board.

Reviewing Officer		RO marks - same grade at process							
		RO marks - same grade cumulative							
Col Spreadlode		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	Yes	0/1	1/2	9/3	11/4	23/5	11/6	1/7	0/8
Col Spreadlode		0/1	0/2	1/3	2/4	2/5	2/6	0/7	0/8
Suff		0/1	0/2	2/3	7/4	7/5			
Col Fairmark		0/1	0/2	1/3		2/5			
Suff	No	1/1	1/2	2/3		17/5	12/6	7/7	1/8
Col Fairmark		0/1	1/2				0/7		0/8
Suff	Yes	1/1	1/2				7/7		1/8

These values represent all the Marines ranked below the MRO. There are 22 Marines ranked below the MRO.

These values represent all the Marines ranked above the MRO. There are 12 Marines ranked above the MRO.

For example, a box around the "23/5" would indicate that you were grouped with a total of 23 Marines of the same grade who were placed at the fifth level of the tree.



RV and Comparative Assessment

- Relative Value
 - RV is broken down into thirds
 - Above Avg: 93.34 to 100
 - Within Avg: 86.67 to 93.33
 - Below Avg: 80.00 to 86.66
- Comparative Assessment
 - RO marks in relation to your peers
 - Above: how many ranked above you
 - Equal: how many ranked with you
 - Below: how many ranked below you



Example Assessment Exercise

- The entire report is important, however the RS Average, the Relative Value, and RO Assessment numbers provide a snapshot of your competitiveness.
- The following two slides show an example MBS and how to evaluate your MBS for competitiveness.
- It is important to remember that each FITREP counts toward the assessment, even if you have multiple FITREPs from the same Reporting Senior.

RS Averages and RV Assessment

***** ADMINISTRATIVE INFORMATION (OPINATES FROM M-M-T-S - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *****

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB									
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5yr. 11mo.	US Central Command		7									
KEY DATE SUMMARY		AWARDS		MILITARY OCCUPATIONAL SPECIALTIES														
DEAF	19890702	MM	1			PMOS	0302	Infantry Officer										
TIS		NC	2			AMOS1	0602	Communications Officer										
PEE						AMOS4												
AFA						ACQ												
OSO						JOINT												
ACC						BMOS	9910	Unrestrict										
DOI						EDUCATION SUMMARY												
DOI						MILITARY												
DSO						Main Leader												
DCA						tain Leader												
EAS						ers												
						er (TBS)												
** PERFORMANCE EVALUATION SUMMARY **																		
REPORTING SENIOR MARKINGS																		
Grade	Officer	Enlisted	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Review
BMC			Promote	Reports	RPT Avg	RS Avg	Rs High	RPT at High	RV at Proc	Cum RV	Obs							
Cap			LtCol Stickler	C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col Spr
030			17		2.53	2.25	2.82	1	94.60	96.00	Suff							
Maj	CH	19990801	3	Operations Officer	LtCol Smidgen	C	C	C	H	C	C	H	B	H	C	C	H	Col Spr
0302	C	19990801		1st Battalion 2d Marines	Yes	8 of 8	2.88	2.93	3.50	1	89.76	89.76						
Maj	CH	19990801	6	Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	E	H	Col Fairm
030				Marines	Yes	11 of 16	4.46	5.95	6.38	2	83.70	81.8						
Maj				Officer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	H	Col Fairm	
030				Officer	Yes	1 of 1	2.30	2.30	2.30	1	N/A	N/A						
Maj	CH	20000415	12	Commanding Officer	Col Inflatorio	F	F	F	F	E	F	E	E	E	E	D	D	BGen Low
9910	N	20010507	X	MCRS Pittsburg	Yes	21 of 21	5.21	5.12	5.57	1	93.68	93.68						
Maj				Officer	Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	BGen Topt
991				Officer	Yes	5 of 6	5.14	5.33	5.86	1	83.87	86.44						
Maj				Officer	Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	BGen Panz
9910	N	20030630	X	MCRS Pittsburg	Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00						

From the RS averages below, this particular section of the MBS indicates that the MRO maybe slightly less competitive than his peers.

Below = 4

Equal = 1

Above = 2

The MRO has one more FITREP below the average than the total that are EQUAL or ABOVE.

From the RV data below, this particular section of the MBS indicates that the MRO maybe slightly less competitive as his peers.

No RV = 1

Below = 3

Within = 1

Above = 2

The MRO has as many reports in the bottom third as in the middle and top thirds combined.

There are (2) reports **ABOVE** the RV at the time of processing and the **TOP** of the Cumulative RV.

There is (1) report **WITHIN** the RV at the time of processing and **WITHIN** the Cumulative RV.

There is (1) report **EQUAL** to the RS's average.

There is (1) reports with no RV at the time of processing or at the Cumulative RV.

There are (4) reports **BELOW** the RS's average.

There are (3) reports **BELOW** the RV at the time of processing and **BELOW** the

From the RS averages below, this particular section of the MBS indicates that the MRO maybe slightly less competitive than his peers.
Below = 4
Equal = 1
Above = 2
The MRO has one more FITREP below the average than the total that are EQUAL or ABOVE.

This example MBS indicates that there are (2) reports **ABOVE** the RS's

There is (1) report **EQUAL** to the RS's average.

There are (4) reports **BELOW** the RS's average.

From the RV data below, this particular section of the MBS indicates that the MRO maybe slightly less competitive as his peers.
No RV = 1
Below = 3
Within = 1
Above = 2
The MRO has as many reports in the bottom third as in the middle and top thirds combined.

There are (2) reports **ABOVE** the RV at the time of processing and the **TOP** of the Cumulative RV.

There is (1) report **WITHIN** the RV at the time of processing and **WITHIN** the Cumulative RV.

There is (1) reports with no RV at the time of processing or at the Cumulative RV.

There are (3) reports **BELOW** the RV at the time of processing and **BELOW** the Cumulative RV.

Reviewing Officer Assessment

***** ADMINISTRATIVE INFORMATION / RIGIDITIES FROM (FOR CORRECTIONS) *****

NAME	SSN	GRADE	RANK	LCN	DOR	5y	BILLET DESCRIPTION	DCTB
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5y	J-3 Full	57
KEY DATE SUMMARY		AWARDS			MILITARY OCCUP			
DEAF	19890702	MM	1		PMOS	0302	Infantry Officer	
TIS	15yr. 11mo.	NC	2		AMOS1	0602	Communications Officer	
PEBD	19890520	NA	1		AMOS2			
AFADBD	19890520				AMOS3			
OSCD	19950115	CIVILIAN			MILITARY			
ACC COMM	19890520	1990	BA, Biology	1993	Winter Mountain Leader			
DOR COMM	19890531	1986	Associates Deg	1993	Summer Mountain			
DOR LDO		1982	HS	1987	Airborne			
DSG PILOT				1990	Assault Climber			
DCADB	19890520			1990	Infantry Officer			
EAS				1989	Basic School			

The boxes indicate that the MRO was marked here for each FITREP. Look at the # in front of the forward slash. This indicates cumulative markings are **EQUAL** to 23, 7, 17, 4, 5, and 19 peers. (Total = 75)

Again, look at the # in front of the forward slash. This example MBS indicates that there are 12, 14, 20, 37, 74, and 6 peers respectively that the ROs marked **ABOVE** the MRO. (Total = 163)

Look at the # in front of the forward slash. This example MBS indicates that there are 22, 2, 8, 4, 2, and 56 peers respectively that the ROs marked **BELOW** the MRO. (Total = 94)

ADMINISTRATIVE SUMMARY																												REVIEWING OFFICER MARKING													
Grade	OCC	From	Months	Billet Description										Reporting Senior		Per	Proc	Cur	Observer	Concur	RO marks - same grade					processing															
BMOS	Type	To	Con	Adv	Command										Promote	Reports						RO marks - same grade					cumulative														
Capt	GC	19980801	9		Company Commander										LtCol Stickler	C	C	B	B	C	C	B	B	B	C	H	Col Sprengle	0/1	0/2	1/3	3/4	2/5	1/6	0/7							
0302	N	19990503	X		1st Battalion 2d Marines										Yes	14 of 17	2.53	2.25	2.82	1	94.60	96.00	0+1+9+12=22		0/1	1/2	9/3	2/4	23/5	11/6	1/7										
Maj	CH	19990504	3		Operations Officer										LtCol Smidgen	C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Sprengle	0/1	0/2	1/3	2/4	2/5	2/6	0/7				
0302	C	19990801																			89.76	89.76	0+0+2=2		0/1	0/2	2/3	1/4	7/5	5/6	2/7										
Maj	CH	19990801	6																		83.70	81.8	1+1+2+4=8		1/1	1/2	2/3	4/4	17/5	12/6	7/7										
0302	C	20000119																				9		1+1+2=4		1/1	1/2	2/3	4/4	17/5	12/6	7/7									
Maj	TR	20000120	3																					1+1+2=4		1/1	1/2	2/3	4/4	17/5	12/6	7/7									
0302	N	20000414																			N/A	N/A	2+0=2		2/1	0/2	5/3	7/4	24/5	26/6	16/7										
Maj	CH	20000415	12																		93.68	93.68	2+0=2		2/1	0/2	5/3	7/4	24/5	26/6	16/7										
9910	N	20010507	X																					0+1+0+9+46=56		0/1	1/2	0/3	9/4	46/5	19/6	5/7									
Maj	CH	20010508	14		Commanding Officer										Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	E	E	E	BGen Toptree	0/1	1/2	0/3	7/4	38/5	17/6	4/7			
9910	N	20020702			MCRS Pittsburg										Yes	5 of 8	5.14	5.33	5.86	1	83.87		0+1+0+9+46=56		0/1	1/2	0/3	9/4	46/5	19/6	5/7										
Maj	TR	20020703	12		Commanding Officer										Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	D	D	D	BGen Panzer										
9910	N	20030630	X		MCRS Pittsburg										Yes	7 of 12	3.79	4.42	5.00	1	83.67	80.00	Insuff																		

that there are 22, 2, 8, 4, 2, and 56 peers respectively that the ROs marked **BELOW** the MRO. (Total = 94)

From these metrics to the right, this particular section of the MBS indicates that the MRO is less than competitive than his peers.

Below = 94
Equal = 75
Above = 163

The MRO has significantly more peers marked above him than with him or below him.

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Below = 94

Equal = 75

Above = 163

The MRO has significantly more peers marked above him than with him or below him.



PME

Step 3: Review your BTR (MOL), MBS and OMPF to determine if you are PME complete and have proper documentation in your record. For Sergeants and Staff Sergeants, PME beyond the minimum requirements may enhance your competitiveness for promotion.



Minimum PME Requirements

Sergeants - Complete the SGTDEP.

Staff Sergeants - Complete the SNCOCDEP.

Gunnery Sergeants - Complete SNCOADEP. Complete both the non-resident Advanced Course (MCI 7200 or 8200) and the resident Advanced Course.

Master Sergeant - Attend a First Sergeant / Master Sergeant Regional Seminar within the first two years in grade.

First Sergeant - Attend the resident First Sergeant Course unless completed as a first sergeant select. Attend First Sergeant / Master Sergeant Regional Seminar within the first two years in grade.



Additional PME

- Sergeant –
 - a. Attend the SNCOASC.
 - b. Enroll in the next level (SNCOCDEP) when all in-grade nonresident and resident PME is complete.
 - c. Attend the SNCOA Career Course (SNCOACC) as a staff sergeant select if the prerequisite SNCOCDEP has been completed.
- Staff Sergeant –
 - a. Attend the SNCOACC.
 - b. Enroll in the SNCOADEP when all in-grade PME is complete.
 - c. Attend the SNCOA Advanced Course (SNCOAAC) as a gunnery sergeant select if the prerequisite SNCOADEP has been completed.



Digital Photographs

Step 4:

- Do you have an official digital photograph in your OMPF? (within 12 months of the board convening)
- See sample photos in the next three slides
- See MARADMIN 003/09 for detailed requirements



Sample Male Photo

Official Photo Tips:

1. Ensure there are no excessive wrinkles in the blouse.
2. Ensure the web belt is the proper length.
3. Ensure trousers have the proper length in back and break in front.
4. Ensure ribbons are in proper order, straight along the pocket and 1/8" above pocket.
5. Take someone with you to help fix the minor imperfections that could show in the photo.
6. Remove watches or bracelets.



LAST NAME, FIRST MIDDLE INITIAL(S)
RANK PRIMARY MOS
XXX XX LAST FOUR OF SSN
HEIGHT (INCHES) / WEIGHT (POUNDS)
BILLET AND UNIT ASSIGNMENT
DATE PHOTO WAS TAKEN (YYYYMMDD)
CERT INFO: (XO, CO, SGTMAJ, 1STSGT)
COMMAND TITLE



Sample Female Photo

Official Photo Tips:

1. Ensure there are no excessive wrinkles in the blouse.
2. Smooth the area along the buttons.
3. Ensure trousers have the proper length in back and break in front.
4. Ensure ribbons are in proper order and aligned properly on the blouse.
5. Take someone with you to help fix the minor imperfections that could show in the photo.
6. Remove watches or bracelets.



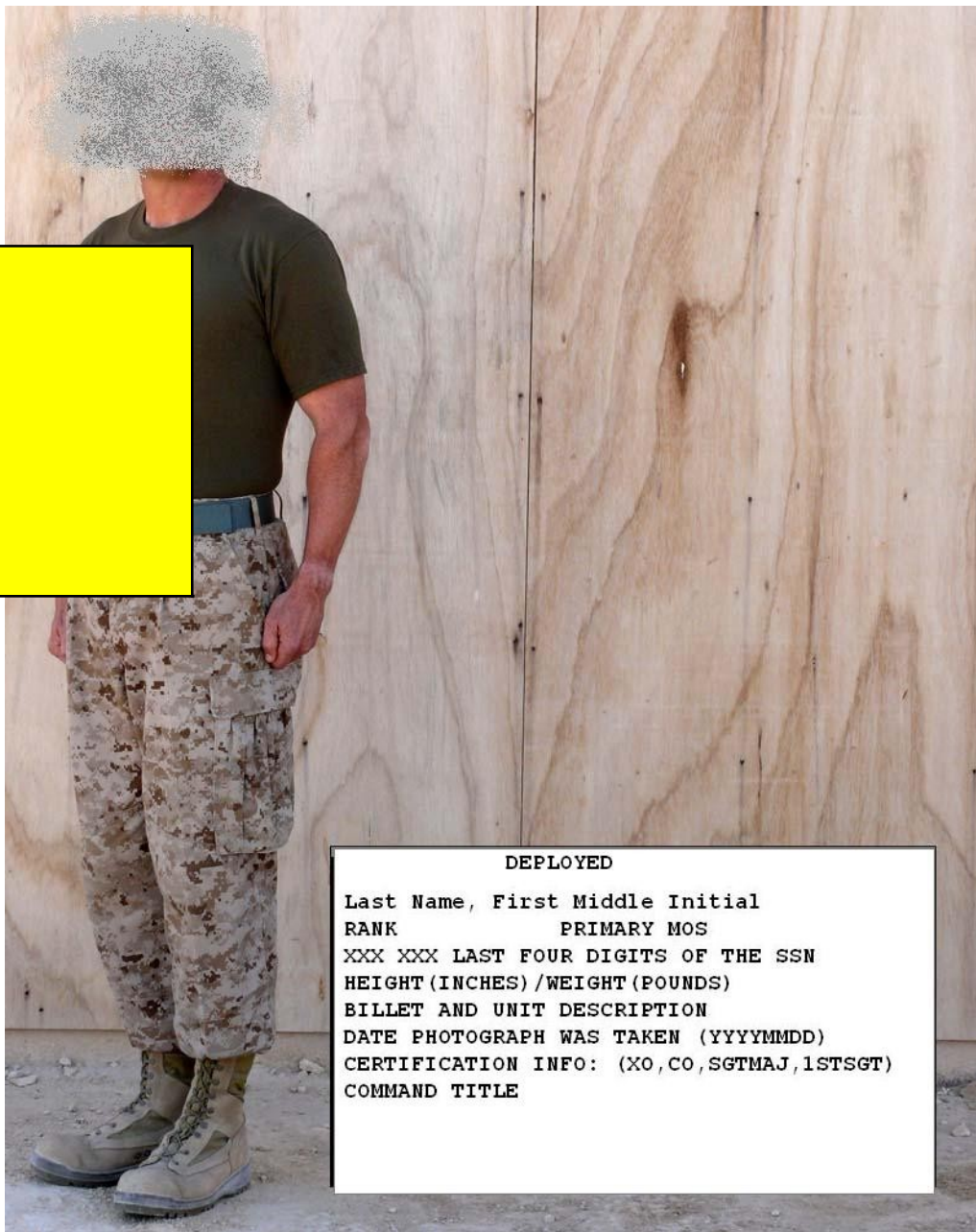
LAST NAME, FIRST MIDDLE INITIAL
RANK PRIMARY MOS
XXX XX LAST FOUR OF SSN
HEIGHT (INCHES) /WEIGHT (POUNDS)
BILLET AND UNIT DESCRIPTION
DATE PHOTO WAS TAKEN (YYYYMMDD)
CERT INFO: (XO, CO, SGTMAJ, 1STSGT)
COMMAND TITLE



Sample Deployed Photo

Official Photo Tips:

1. Ensure you wear a new green t-shirt and it is neatly tucked in.
2. Ensure the MCMAP web belt is the proper length.
3. Ensure trousers are serviceable and clean.
4. Remove watches or bracelets.



DEPLOYED

Last Name, First Middle Initial
RANK PRIMARY MOS
XXX XXX LAST FOUR DIGITS OF THE SSN
HEIGHT (INCHES) / WEIGHT (POUNDS)
BILLET AND UNIT DESCRIPTION
DATE PHOTOGRAPH WAS TAKEN (YYYYMMDD)
CERTIFICATION INFO: (X0, CO, SGTMAJ, 1STSGT)
COMMAND TITLE



Physical Training and Awards

Step 5: Review your awards on your MOL account, MBS and OMPF to determine if all of your awards are accounted for and there is proper documentation in your record.

Step 6: Review your BTR (MOL) to ensure your PFT, CFT and MCMAP qualification scores are current.

- PFT: Between 1 Jan and 30 Jun
- CFT: Between 1 Jul and 31 Dec
- MCMAP: (See ALMAR 034/07 for more detail)

Tan belt is required for all Marines

Gray belt is required for all combat arms Marines

Green belt is required for all infantry Marines



Participation

Step 7: Consider the following questions:

- Have you deployed to OIF / OEF?
- Have you participated in the SMCR or IMA consistently and recently?
- If in the IRR, have you earned 27 points during your last anniversary year?
- Your Career Retirement Credit Report (CRCR) is a critical report. It is certified annually by each individual Marine. Is it accurate and complete?
 - This is found on MOL, in the "Personal Info" tab.



Promotion Branch Web Page

- If you have a portal account you can access online applications to:
 - determine your Promotion Board eligibility and check to see if the Board has received your Promotion Package
 - MMPR Link -
[https://www.manpower.usmc.mil/portal/page?
_pageid=278,1936325&_dad=portal&_s
chema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,1936325&_dad=portal&_schema=PORTAL)



Selection Boards

- When submitting a package to a selection board, be sure to include the following:
 - Letter to the Board
 - Explain any fitness report gaps that you have attempted to fix, but maybe in the process of correcting, the relevance of your civilian career to your Marine career, any periods of non-participation and any missing information. Make it easy for the briefer to convince the board that you are competitive.
 - Any recent certificates that are not in your OMPF (ie: formal school, civilian school, awards, MCI)
 - Current Reserve Qualification Summary (RQS)
 - The RQS is an integral document which annotates your personal data, current military duty, personal appearance, civilian occupation, civilian education, military education, decorations, and military career experience.
 - Current Photo (within 12 months of board convening)



Requesting a Counseling

- Some Marines have extraordinary circumstances that have impacted their career. If you are one of those Marines that need additional counseling, contact the RCT and provide this certification number; **MC3280RR**. Email your request to rct@usmc.mil and include the following information:
 - Last Name, First Name, MI, Suffix (Jr. Sr.)
 - Phone number where you can be contacted
 - Time to be contacted (0800 - 1630)
 - Weekday to be contacted (Mon - Fri)
 - Issue needing more attention
 - E-mail address
 - Current Reserve Unit
 - Location (if overseas)
 - Certification Number
 - Assessment Counseling Tool and Counseling Checklist
- Your Master Brief Sheet (MBS) and Official Military Personnel File (OMPF) will be reviewed by a counselor who will contact you about your issues.
- To contact the staff at RCT, call (703) 784-9143/9144